

District of Columbia  
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

Energy Efficiency and Healthy Homes Programs  
(Short name: EEHHP)  
RFA # 2022-2117-UAA

**Publication Date:** 7/23/2021

**Application Deadline:** 8/23/2021 at 11:59 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
1200 First Street, NE  
5th Floor  
Washington, DC 20002  
(202) 535-2600



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goals of this Request for Applications (RFA) are to provide high quality, cost-effective services to income-qualified households and to improve the overall comfort, energy efficiency, and safety of single and multifamily dwellings throughout the District. The Utility Affordability Administration (UAA) of DOEE will administer this RFA.

### **1.2 Purpose of the Grant**

The purpose of this grant is to provide to provide education on reducing energy burden; and reduce/eliminate lead-based hazards, asbestos, and mold and to provide free of charge energy and healthy home services to low-income qualifying households, by performing improvements and upgrades, installing approved energy efficiency measures, providing energy and healthy homes related information to occupants, and performing lead remediation work..

The successful applicant will identify lead and other hazardous conditions, install approved energy efficiency measures, perform lead remediation and rehabilitation work, and provide energy and healthy homes related information to occupants. The measures for each applicant will be determined through an energy audit, risk assessment, or lead inspection. Typical program measures may include: HVAC repair or replacement, roof repair or replacement, attic, wall, or floor insulation, light-emitting diode (LED) fixture and bulb installation, pre-inspection/CAZ testing for the Emergency Mechanical System program participants, and lead remediation measures.

### **1.3 Source of Funds**

The sources of funding for this RFA are as follows:

- Energy Assistance Trust Fund (EATF) – \$1 million each year
- Washington Gas – \$500,000 each year
- Sustainable Energy Trust Fund (SETF) – \$600,000 each year
- American Rescue Plan (ARP) Weatherization Assistance Program (WAP)– \$4 million each year
- ARP Lead – \$5 million each year
- U.S. Department of Health and Human Services (HHS) Low Income Home Energy Assistance Program (LIHEAP) WAP – \$1.2 million each year, CFDA #93.568
- HHS LIHEAP HVAC – \$2 million each year, CFDA #93.568
- U.S. Department of Housing and Urban Development (HUD) – \$1.5 million each year, CFDA #14.900

- U.S. Department of Energy (US DOE) – \$600,000 each year, CFDA #81.042
- District Local Funds – as approved yearly.

#### 1.4 Competition for a Grant

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The most responsive application/s will be recommended for a grant.

Specifically, an award will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit more than one application with different projects. If an Applicant responds with more than one project, it must do so in a separate proposal and submit all corresponding required documents.

#### 1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
Energy Efficiency and Healthy Homes Programs	\$16,400,000

#### 1.6 Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☐-Faith-based organizations;
- ☐-Government agencies;
- ☐-Universities/educational institutions; and
- ☐-Private Enterprises.

**Applicant’s office/headquarters must be physically located in the District of Columbia.**

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet material conditions stated in its application. Ineligible applicants or applications will not be considered for review.

A material condition can be an eligibility condition or it can be some other condition that a reasonable DOEE evaluator would conclude is necessary to the Applicant's carrying out the proposed project.

For instance, an Applicant's nonprofit status was a condition of eligibility and the Applicant lost its nonprofit tax status. That would be a material change in condition, and would require immediate communication. Another example: Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff. DOEE awards the grant, and then these staff leave. The Applicant must immediately inform DOEE, and follow up in writing.

An informational meeting/conference call and opportunity for question and answers will be held on August 2, 2021 @ 05:30 PM

The location of the meeting will be:  
1200 First ST NE  
Washington, DC 20002  
Fifth Floor

The call number is (202) 594-9550 and conference code is 203 598 513#

## 1.7 Definitions

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

## 1.8 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that, in limited circumstances, an advance of funds may be provided for grant administration expenses in limited

circumstances for good cause approved by DOEE at its sole discretion. (*See* Parts 3.2(6)(A), 6.2; Appendix 1 Paragraph 10.g)

## 1.9 Grant Monitoring

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

## 1.10 General Terms and Conditions

Appendix 1, “General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions appearing in Appendix 1.

## 1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances

Appendix 2, “Applicant’s Promises, Certifications, and Assurances” (“PCA”), is incorporated by reference in this RFA.

## 1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

## 1.13 Conflicts between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

## SECTION 2. SUBMISSION OF APPLICATION

### 2.1 RFA Release Date

The release date of this RFA is July 23, 2021.

### 2.2 Additional RFA Information

This RFA is issued on DOEE's website at <https://doee.dc.gov/page/grants-and-other-funding>.

The contact person for this RFA is LaWanda Jones.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on August 23, 2021

An application will be dated and recorded as "received" pending review by DOEE for completeness. DOEE considers an application to be "filed" only if all the required materials are submitted. A late or incomplete application will be considered received, not filed.

**What:** The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to [2022EEHHP.grants@dc.gov](mailto:2022EEHHP.grants@dc.gov) formatted as a pdf.

DOEE will not receive faxed copies.

### 2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

### 2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [2022EEHHP.grants@dc.gov](mailto:2022EEHHP.grants@dc.gov) with "RE: RFA 2022-2117-UAA" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](https://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA.

A person can be put on the email list by immediately emailing [2022EEHHP.grants@dc.gov](mailto:2022EEHHP.grants@dc.gov) with the subject line “RE: RFA 2022-2117-UAA – Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. DOEE will not mail out updates or Q&A materials.

The cutoff date for receipt of any questions is one week prior to the application deadline.

### SECTION 3. APPLICATION CONTENT

#### 3.1 Format

An application must be formatted as follows:

- (a) When printed the application would appear on 8 ½” x 11” paper with one-inch margins;
- (b) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description; and
- (c) Scan the document and all of the attachments as one file.

#### 3.2 Application Content

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The application should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the application, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

##### **(a) Cover Sheet**

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

## **(b) Project Summary**

Provide a brief one paragraph summary that explains the project. Please place the summary on the cover page (see Appendix 3). DOEE will not count this cover page as part of the 10-page application limit.

## **(c) Project Description**

Organize the Application's 10-page section of your application in sections that follow the order of the criteria of the scoring box of Section 7. The review panel will seek an explanation of the following as they evaluate your application:

### **(1) Goals and Objectives**

State how: (a) this project will benefit the environmental goal(s) described in Section 7, and (b) the goal(s) this project will advance. Typically a goal is long-term and diffuse. An objective is specific, and it will be discrete and identifiable. A project with one goal may have more than one objective. For example: The goal of a grant might be clean District rivers. Objectives of the application might be: implement a citywide recycling campaign; install trash traps.

### **(2) Target Audience**

Identify the target audience. Whom will this project engage? Whom will this project benefit and how?

### **(3) Project Activities, Outputs, and Outcomes**

Connect the funded activities to quantifiable outputs that produce desired outcomes. DOEE prefers projects that present quantifiable measures. This will show how the project will advance the goal(s) and meet the objective(s). This enables reviewers to evaluate what the proposed project will achieve if funded.

**Activities** describe how the objectives will be accomplished. A description of activities may include quantity, frequency, duration, and location. For example: "20 community members will participate in a single two-hour-long workshop. There will be a total of 10 workshops. The workshops will take place at community centers in the evening after typical workday hours."

An **output** is a short-term quantifiable result that one or more activities achieve. DOEE will measure the outputs in order to determine if the grantee successfully implements the activities. For example: "At the end of the project period, 10 recycling workshops will be held, 200 community members will attend the workshops, and 25 social media posts will appear featuring information about recycling."

A **project outcome** can be a short, medium, or long-term result. It can occur and/or continue during the project and after the project ends. It can be general in nature; or it can be quantifiable. A project can present multiple outcomes. Even if not quantifiable, DOEE may look for an outcome to show that the project is making progress toward achieving a goal.

For example: After several recycling workshops, this project will yield: (a) the Anacostia River will show substantially fewer floating recyclables by next spring, and (b) 60 % of workshop participants will increase their knowledge about where and what to recycle.

#### (4) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges Applicants to use the budget template format provided (Appendix 4).

The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “Personnel will be paid \$xx per hour times xx hours.”

The budget will be the basis for DOEE’s later evaluation of the project and payment requests. DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

##### i. DOEE’s standard policy on reimbursements vs. advances

In the overwhelming majority of cases, DOEE’s policy is to reimburse supported, approved, and allowable expenses. If the Applicant seeks an advance payment, it must request advance payment in its application and explain why an advance payment is requested. (*See* Parts 1.8, and 6.2; Appendix 1Section 10.g)

##### ii. Grantee matches and other contributions

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must

be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

iii. Allowable and non-allowed expenditures

The Applicant must show that all costs in the budget are allowable. Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

iv. Applicant's indirect costs calculation

An Applicant may include its indirect costs in its budget calculation. (*See the Nonprofit Fair Compensation Act of 2020, DC Act 23-565 [effective March 2021]*) This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government;

OR

2. One of the following methods:
  - a. 10% of the grant's direct costs;

- b. A new negotiated rate with DOEE;
- c. The same indirect rate that it has used with any District agency in the past 2 years; or
- d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines

(The cited statute required DOEE to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.) If the Applicant proposes to use the services of a *nonprofit* subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services. (See Appendix 1. General Terms & Conditions, Paragraph 14.g)

Federal rules always control for federal funding. For federal funding that passes through the District to the grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor.

**(d) Applicant**

**(1) Organization**

Describe the named Applicant's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. The Applicant can reference its website or attach an organizational brochure or resume.

**(2) Key personnel**

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers, subgrantees, or contractors.

**(3) Past performance on District Grants/Contracts**

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years. This should be included as a separate attachment and is not counted toward the 10 page narrative limit. Provide specific information including:

- 1. The grant(s) or contract(s) title;
- 2. The District agency/agencies;
- 3. The grant number(s), contract number(s), or other identifier(s);
- 4. The amount(s) paid; and
- 5. What was accomplished as a result of the funding(s).

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts, grants, or partnerships in the past five years.

#### (4) Partners

DOEE awards a grant to one entity. When that entity is a legal corporation or partnership, DOEE would award to that entity. Sometimes a “partnership” is informal, just a working arrangement. The “partners” may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency, nongovernmental organization (NGO), company, or an individual. One of these “partners” would be the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner’s involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter, or scanned, the document should be written on the partner’s letterhead, and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official’s contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

##### i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

##### ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from an official of the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

##### iii. Partnering Organization

Include a letter of intent from the collaborating organization(s) stating that it agrees to participate in the proposed project, describing the partner’s involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of a claimed tax exempt status.

#### iv. National Park Service - Exception

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including an email statement of intent.

### 3.3 Work Plan

The application must include a proposed work plan that describes the project's activities and the timeline for project implementation.

### 3.4 Required Documents

Each of the following documents must be filed as part of the application package. If the document is not in this filing, DOEE may classify the grant application as "received" but not "filed," as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant's written request to the agency for the purpose of deeming the Application "filed."

#### **(a) Certificate of Good Standing**

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application's submission.

#### **(b) Certificate of Clean Hands**

The Grantee shall submit a validated Certificate of Clean Hands (CCH) from the DC Office of Tax and Revenue. The CCH can be obtained through [MyTax.DC.gov](https://mytax.dc.gov)

#### **(c) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA") in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

**(d) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

**(e) Tax Exemption Affirmation Letter**

If the Applicant claims it is a nonprofit organization, the Applicant must prove its nonprofit status. The tax exemption affirmation letter should be provided. It is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group is a “supporting organization” with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(f) Applicant’s Current Fiscal Year Budget**

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(g) Applicant's Financial Statements**

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

**(h) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

1. Describe how financial transactions are handled and recorded;
2. Provide the names and titles of personnel involved in handling money;
3. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
4. Address other limits on staff and board members' handling of the organization's money.

**(i) System for Award Management (SAM) with Federal Government**

The Applicant must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

**(j) Indirect Costs Rate Documentation**

If the Applicant seeks a 10% indirect costs rate in its proposed budget, no special documentation is required. However, for another rate, include one of the following documents with the application:

1. Unexpired Federally Negotiated Indirect Cost Rate Agreement (NICRA);
2. DOEE negotiated agreement;
3. A letter from a District government agency, dated within the last two years stating the negotiated indirect cost rate; or
4. A letter from an independent CPA certifying the indirect cost rate was determined by the nonprofit organization's audited financial statements following OMB Uniform Guidance.

## **SECTION 4. REVIEW PANEL AND APPLICATION SCORING**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's application.

The panel will recommend the most responsive application for award of the grant.

Review panels vary in size, but typically are made up of three to five people. Review panel members can be from DOEE staff or outside of DOEE, as long as they do not have a conflict of interest.

### **4.2 Scoring Criteria**

The reviewers score each application according to a list of criteria and the points available for each criterion. See Section 7.

The Applicant should read the grant description carefully to determine if matching funds or resources are required, or benefit from preference points.

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions if Applicant Will Receive the Grant**

Upon acceptance of DOEE's award of the grant, the Grantee must provide the following documents.

#### **(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage. *See* Appendix 1, General Terms and Conditions Section 29. Insurance, and Appendix 6. Insurance. Ordinarily DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

#### **(b) Assurance of Continued Truth and Accuracy**

Upon receiving DOEE's Grant Award Notice the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.11. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

## SECTION 6. REPORTING, PAYMENT, and OTHER PROVISIONS

### 6.1 Reporting Requirements

The grantee must submit the following reports as a condition of continuing eligibility for funding.

#### (a) Quarterly Status Reports

DOEE will provide a quarterly status report template with the Grant Award Notice. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

#### (b) Final Report

DOEE will provide a final report template with the Grant Award Notice. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded application. The template requires submission of data and analysis of the data.

### 6.2 Reimbursement of Project Expenditures, Advances, and Disbursement of Funds

DOEE will not reimburse the grantee for any work undertaken before DOEE awards the grant.

DOEE will reimburse the grantee only for expenditures incurred to perform work under the grant. Ordinarily DOEE pays out grant funds as reimbursements. Advances are exceptions; not the rule. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, **it must request such payment in its application** and explain why an advance payment is being requested. (*See* Parts 1.8, 3.2(c)(6)(A); Appendix 1 Section 10.g)

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. Ordinarily, there is no requirement for weekly or monthly invoicing. The grantee should submit each reimbursement request/invoice during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays timely, approved, supported grant invoices within 30 days after DOEE receives them.

DOEE may withhold up to the final 10% of a grant until all required activities have been completed, including receipt of the final report. The grantee should treat the prospect of such withholding as likely.

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Summary: Project Name, Period, and Available Funds**

#### **Project Name**

Energy Efficiency and Healthy Homes Programs

#### **Introduction**

The purpose of this grant is to provide services that include emergency mechanical system repair and replacement, the installation of weatherization measures per US DOE guidelines; the remediation of lead per HUD requirements; or other measures related to the implementation of energy efficiency and healthy homes.

DOEE's goal is to utilize the most advanced technologies and testing protocols available in the housing industry to provide a variety of high-quality services to income-qualified households in the District. This section of the RFA describes the structure of the District's Department of Energy and Environment's (DOEE) Utility Affordability Administration (UAA), the allowable measures that UAA will reimburse, the reporting and training requirements, and the evaluation criteria that DOEE will use to score proposals. DOEE may award funding to more than one applicant.

#### **Project Period**

The Project period begins on the date of the Grant Award to the selected grantee(s) and continues through September 30, 2022. Depending on the performance of the grantee and the availability of funds, DOEE may, at its sole discretion, extend the grant period with additional funding for two additional 12-month periods, through September 30, 2024, for a total of three years

#### **Available Funding**

Up to \$16,400,000 is available in the first year of the award. This amount can be adjusted depending upon the performance of the grantee and/or the availability of funds.

### **7.2 Project Description**

Through the identification and installation of specified measures, the grantee will contribute to reducing energy use and improving the health and safety of District residents in underserved communities. DOEE provides grants to local non-profit applicants who are responsible for identifying and obtaining qualified, certified, and insured contractors through a competitive bid process to perform the required work in accordance to the applicable federal and local regulations.

Based on the results of a lead inspection and risk assessment (conducted by the subgrantee's contractor), mechanical system referral, or a DOEE energy audit, services may include:

1. air sealing to reduce air infiltration;
2. insulation of attics and walls;
3. heating system repairs or replacement;

4. hot water tank and pipe insulation;
5. installation of energy-efficient lighting and refrigerators;
6. window and outside door repair or replacement;
7. lead abatement or control;
8. control of housing-related health and safety hazards such as asbestos, mold and pests; and
9. Renewable energy systems.

## **Project Types**

1. Single-family home: a structure with up to four dwelling units.
2. Multifamily home: a structure with five or more dwelling units.

A dwelling unit is occupied as separate living quarters, and may be a house, apartment, condominium unit, group of rooms, or a single room. Applicants responding to this RFA must develop a production plan that includes a minimum number of both single-family and multifamily projects. If an applicant is unsure if a home qualifies as a single-family or multifamily home, the applicant may request written clarification from DOEE at [2022EEHHP.grants@dc.gov](mailto:2022EEHHP.grants@dc.gov).

## **Participant Eligibility**

The weatherization program targets households that are at or below 200% of the federal poverty level or 60% of the District's median income level. DOEE verifies income eligibility for each household served, through the LIHEAP program.

The lead reduction program targets households with a child under 6 or an expectant mother where the property was built before 1978. The program participant under the lead reduction program must meet the established HUD income guidelines.

Verification of household income is included in each client file to confirm eligibility and is done by UAA personnel.

## **Grantee Responsibilities:**

### **Weatherization and Emergency Mechanical System Programs**

1. Complete emergency mechanical system work within three calendar days of receiving an emergency referral form from DOEE.
2. Complete installation of energy efficiency recommended measures within 21 calendar days after receiving an approved National Energy Audit Tool (NEAT) work order for single family dwellings; and within 60 calendar days after receiving an approved Targeted Retrofit Energy Analysis Tool (TREAT) work order for a multifamily building.

- a) Approved energy efficiency measures are listed in 10 CFR 440 Appendix A. If a measure is not listed, the grantee must submit the material data sheet to DOE to obtain approval prior to installing that measure;
  - b) Measures installed must follow the installation guidance as outlined in the DOE Approved Field Guide.
- 3. Verify that the contractor(s) has corrected the work identified during the QCI inspection as failed within 3 calendar days after grantee receives the failed inspection report from DOE. Grantee must schedule a second visit with the client and inform DOE of the new inspection date.
- 4. Provide educational materials and oral information to each client that includes the following:
  - a) Information regarding energy efficiency;
  - b) Information about how to make their home healthier;
  - c) The Lead Disclosure Rule; and
  - d) Lead Safe Housing Rule (24 CFR part 35, subparts A, and B-R, respectively).

### **Lead Reduction Program**

- 1. Competitively solicit and procure DOE-certified lead contractors to conduct the lead inspection and risk assessment within 2 business days of receiving a lead hazard referral from DOE. The selected contractor must generate a comprehensive report following the DOE-approved template by the next business day.
- 2. Competitively solicit and procure DOE-certified lead contractors to perform the work required to clear the lead hazards within 10 calendar days of receiving the lead inspection report from DOE.
- 3. Competitively solicit and procure DOE-certified lead contractors to conduct the lead clearance test using X-ray Diffraction and Elemental Analysis (XRF) and provide report/certificate to DOE within 7 days of receiving referral from DOE.
- 4. If necessary, ensure program participants that receive lead abatement or remediation work are dislocated for no more than 10 calendar days and all efforts associated with relocation adhere to the guidance as outlined in the Lead Policy and Procedures and Energy Efficiency and Conservation Branch (EECB) Operations Manual.
- 5. Provide educational materials and oral information to each client that includes the following:
  - a) Information about how to make their home healthier;
  - b) Benefits and expectations of participating in this program provided by Title X of the Residential Lead-Based Paint Hazard Reduction Act;

- c) The Lead Disclosure Rule; and
- d) Lead Safe Housing Rule (24 CFR part 35, subparts A, and B-R, respectively).

\*All educational materials must be translated in the seven primary languages used in the District and must also comply with 24 CFR 8.6(b) and Titles II and III of the Americans with Disabilities Act.

### **Weatherization, Emergency Mechanical System, and Lead Reduction Programs**

1. Develop a contractor pool of at least 10 certified contractors to address Lead Reduction Program; and 5 contractors to address the Weatherization and Emergency Mechanical System programs
2. Obtain proper insurances, permits, certifications, and licenses of contractors and internal key staff, before commencing work.
  - 2.1. Ensure certifications and licensures stay current throughout the fiscal year(s)
3. Train, hire, and manage contractors.
4. Complete and submit a weekly contractor(s) project status report using the template provided by DOEE.
5. Complete and submit a final inspection report, for each client receiving services, using the template provided by DOEE.
6. Complete and submit invoices with all required information dependent on program, for grant-related expenditures in an electronic format, through the DC Vendor Portal after receiving an “approved to bill” email from UAA personnel.
  - 6.1. Required supporting documentation must be uploaded to DOEE’s QuickBase Application.
7. Ensure both key grantee internal personnel and contractor(s) provide optimal customer service to program participants by:
  - 7.1. Arriving on time for appointment with the necessary materials and/or supplies to complete work;
  - 7.2. Responding to client questions and concerns the same calendar day a call is received;
  - 7.3. Contacting the client a minimum of 48 hours in advance of visiting the residence and identifying the services to be provided and the name of the staff member or company that will be coming to their home;
  - 7.4. Providing the client a copy of their work order (exclude pricing) which outlines the work to be performed. If a change of work order is approved, provide client with a copy of the updated work order no later than the next business day; and
  - 7.5. Providing the homeowner with warranty and manufacturer information for measures installed to include a point of contact for the contractor that performed the work.
8. Use American-made products where feasible. While DOEE does not mandate American-made products, DOEE does require that a minimum of 50% of the work must be performed by District-based contractors.

9. Adhere to 2 CFR § 200.501 – Meet audit requirements and submit to DOEE required documentation prior to the commencement of the fiscal year.

For the portion of the grant that will be funded by American Rescue Plan Act of 2021 (ARPA) funds, the grantee will be required to comply with all federal requirements regarding use of the funds and record-keeping. The citation for ARPA is Pub. L. 117-2 (Mar. 11, 2021). Much of ARPA was codified at 42 U.S.C. 802 *et seq.*

### **Allowable Measures**

UAA programs address energy conservation, mechanical systems, health hazards, and lead-based paint hazards. US DOE funding only covers the cost for measures that have a Savings-to-Investment-Ratio (SIR) greater than or equal to 1. HHS funding can be utilized to cover audit-identified measures that improve the energy efficiency and health and safety of a home that do not meet US DOE's SIR requirement; however, these funds cannot be used for lead-related expenditures, roof replacement, plumbing-related matters, or repairs related to extenuating circumstances.

DOEE performs audits using audit tools approved by US DOE; however, grantees are expected to procure certified contractors with the necessary licensing to conduct the lead inspections and risk assessments.

Typical measures or work performed may include the following to be installed according to the DOEE approved Field Guide, EECB Operations Manual, EPA requirements, applicable state codes and regulations, and adhere to the guidelines as outlined in the Lead Policy and Procedure Manual:

1. air sealing to reduce air infiltration;
2. insulation of attics and walls;
3. heating system repairs or replacement;
4. hot water tank and pipe insulation;
5. installation of energy-efficient lighting and refrigerators;
6. window and outside door repair or replacement;
7. lead abatement or control;
8. control of housing-related health and safety hazards (asbestos, mold and pests such as cockroaches, rodents, and dust mites); and
9. renewable energy systems.

HUD's Lead Hazard Control grant funding can only be expended in dwellings eligible in accordance with HUD established guidelines or dwelling where HUD has otherwise approved abatement/remediation work. Eligible costs under this program may include any activity required to meet the risk reduction standards identified in Environment Article 6-815 (i.e., door and window treatments and replacement; floor treatments; paint removal, stabilization and repainting; encapsulation; enclosure; and specialized cleaning),

any innovative lead hazard reduction method which is approved by UAA, and any other lead-related costs required to meet the lead dust clearance standards. General property improvements or rehabilitation required to bring the property up to applicable building codes and standards and the cost associated with repairing minor structural deficiencies are not eligible costs.

This is a cost reimbursement grant, with repayments to the grantee for the approved measures. DOEE follows the guidelines communicated by its federal funders on allowable measures.

### **Quality Assurance/Quality Control Inspections**

DOEE maintains strict installation guidelines, documented in the EECB Operations Manual and US DOE approved Field Guide. DOEE staff includes a Quality Assurance Inspector (QA) and a Quality Control Inspector (QCI). The QCI inspects 100% of the grantee's completed projects to ensure that all measures are completed according to the guidelines in the US DOE Approved Field Guide, and applicable Federal regulations. The QA is charged with inspecting 10% of the total completed units after the QCI is completed.

Grantees are required to submit a subgrantee final inspection report (using the DOEE-approved template)

- a) For clients receiving weatherization and/or HVAC services the Subgrantee must submit documentation to confirm measures have been installed per the DOEE approved Field Guide and federal regulations prior to reporting the unit as complete to DOEE.
- b) For clients receiving lead abatement work, their final report consists of the Lead Clearance Form, documented lab testing results, and the XRF reading

Once the required documentation is uploaded to DOEE's Quick Base database, DOEE will conduct the QCI Inspection.

### **Monitoring**

DOEE performs on-going field visits, monthly desktop monitoring, and quarterly programmatic/financial monitoring visits to assure compliance with all program rules. DOEE will schedule additional monitoring as necessary. The goals of the monitoring process are to: (1) ensure the proper and timely use of funds and verify expected benefits through SIR; (2) provide transparency and accountability; (3) provide quality control; and (4) recommend technical assistance and training per [US DOE requirements](#).

Field visits are in-progress inspections that are conducted by the QCI to ensure contractors are performing work based on OSHA and all other applicable health and

safety requirements. During the field visits, if the contractor has not identified opportunities to improve the condition of the dwelling, the QCI will advise the contractor on best practices to improve the quality of their pre-inspections. The additional measures identified by the QCI must be installed five business days after identification by the QCI.

During the monthly desktop monitoring, UAA will verify the grantee's adherence to grant requirements, including: methods of procurement; staff training; progress completing projects and production goals; project costs; paying contractors prior to receiving payment from DOEE, and the accuracy of client files. A grantee that fails to adhere to grant requirements jeopardizes the receipt of future funding.

## **Reporting and Auditing**

The grantee will be required to track and report aggregate information, including the average cost per unit, the number of hours personnel have worked/trained, the amount of funding used for job training or employment, and other metrics that may be required by DOEE. DOEE may provide reports to other agencies and organizations who seek updates on the progress of UAA spending.

For project auditing, DOEE has the right to inspect the work and associated records at any and all reasonable times as part of its oversight process. This right extends to subcontracts, and the grantee must include provisions ensuring such access in all of its contracts and subcontracts.

## **Grant Application**

DOEE seeks applications from entities that address the following in their project description:

1. **Experience:** The applicant's experience or training received to conduct housing rehabilitation/renovation, weatherization improvements, lead-based paint hazard controls, housing related health hazards, or similar activities in the last five years.
  - a) A description of the programs operated, time period operated, sources of funding and amounts, number of households served, performance measures, and performance.
  - b) The approach used to ensure that work is completed within 21 business days of job assignments to contractor(s).
  - c) How jobs were tracked to manage the flow of work, and scheduling of contractors and inspections; how this information was used to plan for and manage production; and how quality control of crew and contractor work was assured.
  - d) The applicant's experience providing high-quality, effective, energy-efficient or renewable energy systems. Show for the past five years: planned vs. actual

- units completed; air leakage percentages reaching targets; number of single-family and multifamily dwellings completed for each year; aggregate data from customer surveys; and data regarding quality of provided services.
- e) Submission of training certification documentation of internal key personnel and/or contractors.
- f) A description of existing leveraging activities performed to expand services provided to program participants. Letters of support from community partners can be accepted as verification.
- g) If the applicant has worked on a District grant or contract in the past five calendar years, it should advise DOEE. DOEE will consider the related performance in evaluating the proposal.

2. **Budget, Funding and Payment:** A proposed budget, including spending milestones and a budget narrative.

- a) Present an estimated budget up to \$16,400,000 per year.
- b) Include a statement that the applicant can operate on a monthly reimbursement basis. DOEE will not advance funds for this grant.
- c) The administration fee will be in accordance with: For US DOE, 2 CFR 200 and 10 CFR 440.18; for HHS, 45 CFR § 96 and 45 CFR Part 75; and for HUD, 2 CFR 200, 24 CFR Part 35, and Title X.
- d) The budgeted costs must be consistent with the federal and state funding requirements. DOEE only reimburses grantees for approved costs incurred for providing energy efficiency, lead based paint control and housing related services. (See Section 6.2)

Applicants are encouraged to develop a budget that details their capacity to address clients for each funding stream if they don't have the capacity to utilize all of the funding. If an applicant cannot utilize all funds in this manner, the applicant may request less than the available amount. However, DOEE will not consider a proposal from an applicant that proposes providing services for an amount less than \$5,000,000 per year.

Applicants are strongly encouraged to review US DOE, HHS, HUD, and DOEE regulations and guidance to understand the allowable costs.

- 3. **Financial Responsibility:** Provide DOEE with documentation showing that the grantee has the financial ability, and the high-quality accounting system necessary to undertake the responsibilities of the grant. This includes at least the last full year's financials, the last audit reports, if any, proof of lines of credit, and bank balances sufficient to allow the grantee to undertake the grant work subject to the delays in payment inherent in a reimbursement relationship.
- 4. **Training and Certifications:** Submit a copy of all Subgrantee and contractor personnel training and/or certifications based on the below job task descriptions:

- A. Weatherization and Health and Safety Contractors/General Laborers
  - i. 2 Hour Asbestos Awareness
  - ii. OSHA 40 Hour
  - iii. ASHRAE 62.2 Ventilation for Single Family Dwellings
  - iv. BPI Retrofit Installer Technician from an IREC Accredited Facility
  - v. Envelope and Duct Leakage
- B. HVAC Contractors/General Laborers
  - i. Envelope and Duct Leakage
  - ii. HVAC Duct Sizing from an IREC Accredited Facility
  - iii. HVAC Fundamentals from an IREC Accredited Facility
- C. Lead Contractors/General Laborers
  - i. 2 Hour Asbestos Awareness
  - ii. OSHA 40 Hour
  - iii. 2 Day Mold Remediations Worker
  - iv. 3 Day Mold Inspection and Assessment
  - v. 4 Day Asbestos Worker
  - vi. Dust Sampling Technician Training/Certification
  - vii. Lead Abatement Worker Certification
  - viii. Lead Inspector Technician Certification
  - ix. Lead Risk Assessor Certification
- D. ALL Contractors/General Laborers
  - i. 8 Hour OSHA Confined Space
  - ii. OSHA 10 Hour
  - iii. 1 Day EPA Lead Renovator
  - iv. Ethics Training
  - v. Fraud, Waste, and Abuse
  - vi. DC Business License
  - vii. SAM Registration
  - viii. EPA Firm Status
- E. Personnel Designated as Crew Chief
  - i. Complete all training identified above
  - ii. 3 Day Mold Remediation Supervisor
  - iii. 5 Day Asbestos Supervisor
  - iv. BPI Building Analyst Certification from an IREC Accredited Facility
  - v. Lead Abatement Supervisor
- F. Subgrantee Coordinator and Administrative Personnel
  - i. Client Education from an IREC Accredited Facility
  - ii. HUD Program Manager School
  - iii. Weatherization Management
- G. Subgrantee Inspector
  - i. OSHA 10 Hour Training
  - ii. 2 Day Mold Remediation Worker
  - iii. 3 Day Asbestos Inspector
  - iv. BPI Retrofit Installer Technician from an IREC Accredited Facility

H. All Subgrantee Personnel

- i. 8 Hour OSHA Confined Space
- ii. 1 Day EPA Lead Renovator
- iii. Ethics Training
- iv. Fraud, Waste, and Abuse

\*\* Nonprofit organization must provide DC Business License, EPA Firm Status, Certification of Clean Hands, and SAMs.

Provide a plan to ensure key internal personnel can attend the following required meetings and conferences:

- a) UAA program kick off meeting
- b) National Lead and Healthy Housing Conference
- c) National Home Performance Conference and Trade Show
- d) American Council for an Energy Efficient Economy (ACEEE) Conference
- e) National Association for State Community Services Programs National and Regional Conferences
- f) Office of Lead Hazard Control and Healthy Homes (OLHCHH) Grantee Orientation
- g) HUD Program Manager School

DOEE will require grantees to submit training requests 30 days in advance using the DOEE-approved template to ensure internal key personnel and contractors have the required training and certifications throughout the grant period.

**Please note:** DOEE may modify the program design, guidelines, or training requirements, to make program implementation more efficient. Such changes could include adjustments to monitoring, quality control inspections, or measures to be installed. DOEE will notify grantees of such modifications.

The following information must be included in the application response. However it will not be counted as part of the Project Description 10-page proposal limit:

1. **Process:** A detailed plan and flow chart for each program (Emergency Mechanical System, Weatherization, and Lead) that identifies the work process for a typical dwelling unit, beginning with initial customer contact and ending with final inspection and customer sign-off.
  - a) Be sure to note each step of the process and how it will be managed.
  - b) Provide a plan to complete the required 100% of final inspections.
  - c) DOEE uses a custom online database, Quick Base, for tracking work orders and documentation. Describe experience with Quick Base, or other similar system.

- d) Describe your process for addressing clients facing a health and safety emergency.
  - e) Describe the approach to customer service, including (a) outreach work (b) client education plans, and (c) experience working with low-income families.
2. **Production Plan:** A production plan identifying the stages to implement and complete work in accordance with the Project Deliverable Timeline noted below.
- a) The resources to be acquired (staff, equipment, contractors, etc.).
  - b) Describe the quality and number of certified lead based paint hazard control, housing related health hazards, and weatherization contractors you currently work with and how you intend to increase local contractor capacity.
  - c) Submit credentials for each contractor including District business license, certifications, and proof of registration with Systems for Award Management (SAM), and certificate(s) of insurance.
  - d) The timetable proposed to begin operations.
  - e) Each job's goals and objectives, general outcomes, and specific outputs.
  - f) Associated challenges and strategies to minimize those challenges.
3. **Key Personnel:** Provide an organizational chart for your team(s), and identify the positions and percent of time dedicated. This information is needed for all personnel working on the grant. Provide a job description for each job related to program delivery.

Provide a resume describing the education, training, and work experience for each of the key program personnel who will be assigned to the program. Include the project coordinator and inspector. If a position is vacant, provide the job description and hiring criteria for the vacancy.

### 7.3 Project Outcomes, Outputs, and Deliverables

#### **Project Outcomes**

- a) Increased energy efficiency in each weatherized home.
- b) Improved health and safety.
- c) Maximized economic, environmental, and public health benefits.
- d) Increased knowledge about energy efficiency, conservation, and indoor air quality issues of referred clients

#### **Project Outputs**

900+ dwellings will receive services each fiscal year, at the projected funding level.

### **Deliverables**

1. Completion of project based on specific program requirement (3 calendar days for the Emergency Mechanical System Program, 21 calendar days for Weatherization Assistance Program, and 10 calendar days for Lead Reduction and Healthy Homes Program).
2. Timely submission of weekly and monthly progress reports.
3. Up-to-date project information submitted to electronic reporting database(s).
4. Documentation of success stories outlining the reduction of applicant's energy usage, and carbon emissions.
5. Documentation of consistent communication with program manager, QCI, and client to ensure transparency and timely completion of project(s).
6. Reimbursement requests completed in timely manner after contractor payment.
7. Documentation verifying contractors are in good standing (including required certifications, licensures, and insurance).
8. Accurate accounting of personnel time, including hours spent working on the grant and duties performed.
9. Submission of grant-required documentation at the end of the performance period.

### **Application Scoring**

Each Application will be scored according to the criteria below.

	<b>Scoring Criteria</b>	<b>Points</b>
1.	The applicant's demonstrated experience or training received during the past five years has been excellent.	10
2.	Provides evidence to competently conduct housing rehabilitation, renovation, weatherization improvements, lead-based paint hazard controls, and housing related health hazards, on DC grants, contracts, or similar activity.	10
3.	The proposed budget, including spending milestones and a budget narrative, clearly demonstrates that the required services can be provided.	20
4.	The applicant represents the financial ability, and accounting system necessary to undertake the responsibilities of the grant.	10
5.	Provides the last full year's financials, the last audit reports, if any, proof of lines of credit, and bank balances sufficient to allow the grantee to undertake the grant work subject to the delays in payment inherent in a reimbursement relationship.	20
6.	Applicant identifies the proposed personnel training as outlined in the Training and Certification Section.	10
7.	The applicant presents a detailed plan and flow chart that persuasively identifies the work process for a typical dwelling unit, beginning with	10

	initial customer contact and ending with final inspection and customer sign-off.	
8.	The applicant's production plan persuasively identifies that it will competently carry out the stages to implement each type of work: weatherization, lead remediation, and healthy homes, and heating, ventilation, and cooling systems (HVAC).	5
9.	The applicant's organizational chart and related position descriptions show a team(s), that will likely support high-quality program delivery.	5

## SECTION 8. CHECKLIST FOR APPLICANTS

Instructions for applicants: Ensure that you answer all of the questions below. In the column to the right, indicate Yes, No, or NA for “not applicable”. Submit this completed document as one of the first pages of your application.		
1	Is the cover sheet (Appendix 3) completed and signed – and included as part of the application?	
2	Is the application from one entity, as the Applicant?	
3	Does the application include a Table of Contents?	
4	Is the named Applicant eligible for funding according to section 1.6 of the RFA?	
5	If project eligibility conditions appear in Section 1.6 of the RFA, does the project fit these conditions?	
6	Is the application formatted in accordance with section 3.1 of the RFA?	
7	Does the application include a project description and all of the information required for the scoring rubric that appears at the end of Section 7 of the RFA?	
8	Is there a numeric budget?	
9	Is there a budget narrative justifying each budget line item?	
10	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.2 subsection c.4 of the RFA?	
11	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
12	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
13	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
14	Does the application package include a valid Certificate of Clean Hands?	
15	Does the application package include IRS W-9 Tax Form?	
16	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
17	Does the application package include the applicant’s current fiscal year budget?	
18	Does the application package include the applicant’s most recent audited or unaudited financial statements?	
19	Does the application package include a Separation of Duties Policy as described in Section 3.4 subsection (h) of the RFA?	
20	Is the Applicant registered in the System for Award Management (SAM)?	
21	If the Applicant is eligible to claim indirect costs and is claiming more than 10% of direct costs, does the application package include supporting documentation for the indirect cost rate?	
22	If applicable, does the application package include letters of support from other entities?	
23	If requested, does the application include resumes of key personnel mentioned in the application?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Grant Budget Template

Appendix 5 – (intentionally omitted)

Appendix 6 – Insurance Requirements

Filename: 07 5273 rfa template rev 03-2021.docx  
Rev 02-2021